



REQUEST FOR PROPOSALS

FOR

FAMILY FRIENDLY SUPPORT SYSTEMS, PROGRAMS AND SERVICES RFP #02-FS and RFP #02-FSSR

Proposal Deadline: Monday, November 4, 2002 at 4:00 p.m.



FIRST FIVE

Solano County Children and Families Commission
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Fairfield, CA 94533
(707) 435-2965
www.cafc.ca.gov/solano

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I. INTRODUCTION

A. History

Proposition 10, passed by the voters of California in November of 1998, established a fund designed to create comprehensive, integrated systems of early childhood development services for California children prenatal to five years of age. It funded this effort through an increase in the tax on sales of tobacco products. Revenues generated are intended to promote, support and improve early childhood development with a focus on health and wellness, child care and early childhood education, parent education and support, and systems coordination and integration. Approximately \$700 million is generated annually through Proposition 10, with 20% allocated to a State Commission and 80% allocated to local County Commissions. Distribution amounts to each county are distribution determined by the number of live births within each county.

Proposition 10 gives local County Boards of Supervisors the authority to appoint the members of the County Children and Families Commission. Solano County established a nine-member Commission on June 8, 1999. The current members are:

Ellen Blaufarb, Chairperson
Nancy Calvo, Vice Chairperson
Lisa Luke Lee, Program Committee Chairperson
Randolph C. Thomas, MD
Laura Fowler
Willie Graham
Supervisor Barbara Kondylis
Maureen McSweeney
Elaine Norinsky

The Solano County Children and Families Commission (SCCFC) is responsible for the development of a strategic plan with clear goals, objectives and priorities, the establishment and maintenance of a staffed office to carry out its work, the allocation of funds to the community and monitoring of their use, and evaluation of the results achieved. The four-person staff includes:

Donald R. Rowe, Interim Executive Director
Louis Souza - Fuentes, Community Liaison/Programs Coordinator
Venis Jones Boyd, Executive Assistant
Julie Pascual, Office Manager

The Solano County Children and Families Commission is dedicated to promoting, supporting, and improving early childhood development by creating, fostering and partnering with community resources and programs that support healthy and safe children, families, and community.

The Commission embraces a long-range vision where *all Solano County children are loved, healthy, confident, eager to learn, and nurtured by their families, caregivers and the community, and enter school ready to learn.*

The work of the Commission is guided by a set of core values. The Commission believes that:

- Solano County is a great place to raise children, with communities that work together.
- A community that values its children enhances the lives of all its residents.
- All pregnant women, children 0-5 and their families will thrive in safe, nurturing environments.
- All children need positive attachments to adults and family.
- Creative, emotional, social, cognitive, and physical development are the key components essential to healthy children becoming successful adults.
- A healthy community honors and respects the diversity, strength and uniqueness of individuals and families.
- A healthy community needs a continuum of care for its children and families that includes wellness, prevention and intervention services.
- Services for children and families must be strengths-based, family-focused, and outcomes-based and promote integration rather than fragmentation.

B. Commission Funding Priorities

The Commission, in accordance with the requirements of Proposition 10, adopted a revised Strategic Plan on January 8, 2002. The plan prioritizes outcomes that determine allocation of SCCFC funds.

While Proposition 10 defined the primary areas for funding as: (1) Parent Education and Family Support, (2) Child Care and Early Childhood Education, and (3) Child Health and Well-Being. Within Solano County, the Commission has more tightly defined its outcomes in each of these funding areas. The Commission's priority outcomes are:

- Families have access to an expanded quantity of high quality childcare.
- Families have access and are connected to prenatal care.
- Families of children ages 0 to 5 are connected to family-friendly support systems that are coordinated and neighborhood based, with an emphasis on children at risk.

This Commission through this Request for Proposals process is soliciting proposals exclusively focused on the priority focus area of Family-Friendly Support Systems. The commitment to effective support for families of young children reflects the Commission's belief that systems of services must be designed to connect people to each other within a community, drawing on people's strengths at the same time that they address specific issues of need. It also recognizes the need to foster an inclusive and responsive system of well-connected service providers that includes traditional and non-traditional sources of support. This system must provide special (but not exclusive) attention to the needs of children at risk. Within the focus area of family support, three results from the Strategic Plan are targeted:

Result #1: Parents of children prenatal to five with substance use and abuse problems (legal and illegal drugs, alcohol and/or tobacco) become successfully involved in effective prevention, treatment and recovery programs.

Result #2: Families have easily accessible, culturally and socially appropriate parent education and support so that parents have the ability to support their child's development and well-being.

Result #3: All teen parents have the skills and supports to raise their children and become self-sufficient.

Overarching, the three results above is Result #4: Every family in Solano County is connected to family-friendly support systems that are coordinated and neighborhood-based.

Attachment C of the revised Strategic Plan of Solano County Children and Families Commission, January 8, 2002, contains the results, indicators and some potential strategies developed by the Commission through the planning process. See www.ccfc.ca.gov/solano for the strategic plan.

To be considered for funding, proposed programs and services must address one or more of the three results above and support at least one of the indicators for the proposed result area. Indicators are found in Attachment C of the Strategic Plan.

II. FUNDING AVAILABILITY

A. Eligibility Requirements

To apply for funds under this RFP, applicants may be a non-profit or for-profit community-based organization, business entity, association, agency, corporation, collaboration, college, university, or a municipality or unit of government serving residents in Solano County. In the case of collaborations, one organization must be designated as the fiscal agent.

Private businesses with a current business license and in compliance with all applicable local, state and federal requirements may apply for funds under this RFP. Faith communities may apply but are prohibited from proselytizing to individuals/groups benefiting from services or programs funded under this RFP. Active participation in the faith cannot be a prerequisite for individuals receiving services under this RFP.

The proposed program or system must provide services to children aged 0 through 5 and their parents/caregivers. All of the children or parents/caregivers served with this funding must live in Solano County.

Minimum Eligibility Requirements:

- a. Non-profit, public charity, religious and other similar organizations exempt from federal income tax under section 501 (C)(3) of the Internal Revenue Code must have proof of their non-profit status.
- b. Business entities must have a current applicable business license.
- c. Applicants must have experience in planning, delivering, and evaluating health, educational, or social services programs that promote, support, and improve the early development of children from the prenatal stage to five years of age. Subcontractors, if any, with responsibility for accomplishing portions of the project must have such experience in their respective fields.
- d. Project staff and consultants with significant roles must have appropriate professional expertise and experience working with programs that meet the purpose of this RFP.

- e. Applicants must show proof of their financial solvency as evidenced by the submission of an independently audited (CPA firm) year-end financial statement, unless exempt. All noted audit exceptions, if any, must be explained.
- f. Collaborations must describe the intended relationship among organizations, the roles to be played by each, and the means to be used to assure appropriate levels of coordination.
- g. New organizations, to be eligible, must demonstrate an appropriate level of organization, staffing and community support to complete the project.

The following are not eligible for funding:

- Any service that merely benefits target populations incidentally.
- Acquisition of any capital item not for primary and direct use to provide proposed services.
- Acquisition, other than by lease for a term of 12 years or less, of any real property.
- Maintenance, utilities, or any similar operating cost of any facility not used primarily and directly for services (e.g., costs associated with an off-site office are not allowable).
- Any service for which a fixed or minimum level of expenditure is mandated by state or federal law, to the extent of the fixed or minimum level of expenditures. Supplanting of existing program funding.
- The cost of developing the proposal cannot be chargeable to the Commission or included in the cost elements of the proposed budget.

B. Funding Available

The Commission has allocated \$1.25 million dollars for this priority area over the next three years. Up to \$100,000 has been set aside for grassroots community funding under a separate application process. **An additional \$250,000 has been allocated for family support-focused school readiness efforts in Benicia, Rio Vista and Suisun only. See Addendum A for details.** There is no minimum or maximum funding level restriction for the remaining \$900,000. However, applicants may not apply for funds equal to or greater than their annual operating budget.

The Commission reserves the right to make the final decisions on all funding amounts and include in the consideration of funding issues the desired results and guiding principles expressed in the Strategic Plan. There is no appeal to these decisions.

C. Number of Applications

Applicants may submit more than one proposal from their agency under this RFP. Applicants also may submit one proposal for their own program and participate in a collaborative proposal submitted by another lead agency. However, they may not apply for funds for the same proposed program in both applications. **Applicants cannot receive funds for the same program from both individual and collaborative applications.** It is the aim of the Commission to provide funding for support systems throughout the entire county.

D. Collaborative Proposals

Collaboration among community-based providers, public systems, formal and informal community and faith-based organizations and community members is encouraged. Collaboration should be considered where appropriate, feasible and the opportunity is enhanced for leveraging resources, reaching the target population, engaging community systems and improving access to support services.

A collaborative must consist of two or more substantively participating agencies working together toward a mutual goal, and where at least two agencies are proposed to receive funds. The lead agency in the collaborative must be an eligible applicant.

E. Contract Period

Single-year contracts that are issued as a result of this RFP will be for services provided in a twelve-month period beginning January 1, 2003 and ending December 31, 2003.

Applicants may apply for multi-year funding with justification. Multi-year contracts (renewable each year based on performance) that result from this RFP may be awarded for up to a three-year period to June 30, 2005.

Grantees will not receive their first disbursement of funds until the required contract documents are submitted and the contract is executed.

F. Lead Agency Responsibility

In the case of a collaborative proposal, the lead agency will be the entity to contract with the Commission. The Commission will hold the lead agency legally liable for all aspects of the contract including program implementation, fiscal management, and communication with the Commission regarding subcontractor or fiscal partner activities.

Contractor responsibilities include:

- (1) Provide and assure services described in the approved contract are provided.
- (2) Manage and monitor projects on an ongoing basis to ensure quality and timely work.
- (3) Provide written reports on expenditures and the progress of projects as required.
- (4) Communicate/meet with Commission staff and representatives as requested.
- (5) Attend meetings with other contractors and the Commission to discuss project findings, conclusions and recommendations.
- (6) Work with any representative of the Commission to the fullest extent necessary to evaluate the effectiveness of the projects funded by the Commission.
- (7) All contractors and subcontractors will abide by the following Commission policies regarding tobacco issues:
 - Provide a smoke-free working environment
 - Provide and/or arrange training and information to staff on smoking cessation/dangers of second-hand smoke (as needed)
 - Refuse tobacco funding
 - Divest themselves of tobacco product investments.

III. RFP TIMELINE

A. Calendar

RFP Released	Tuesday, October 1, 2002
Mandatory Proposers' Conference	October 11, 2002 (AM)
Technical Assistance Workshop	October 11, 2002 (PM)
Letter of Intent to Apply Due	October 21, 2002
Open Period for Questions	October 7 – October 23, 2002
Responses to all questions submitted will be sent via email or fax to all potential respondents weekly	Weekly until October 24, 2002
Proposals Due	Monday, November 4, 2002
Staff Screening of Proposals	November 5 – November 8, 2002
Review of Proposals by Review Committee Members	November 10, 2002 – November 20, 2002
Committee Selects Proposals for Funding Recommendation	November 20, 2002
Site Visits by Staff	November 21 – November 25, 2002
Proposal Evaluation/Staff Report Presented to Program Committee	November 26, 2002
Applicant Notification Letters	November 27, 2002
Funding Recommendations Presented to Commission for Review and Approval	December 3, 2002
Formal Notification	December 4, 2002
Contract period begins	January 1, 2003

B. Mandatory Proposers' Conference

A mandatory Proposers' Conference will be held on October 11, 2002 from 9:30 AM to 11:30 AM at:

**Joseph A. Nelson Community Center
611 Village Drive, Room B, Suisun City, CA 94585**

The purpose of the Proposers' Conference is to discuss the proposal process and answer questions about this RFP.

Potential applicants who do not attend the Proposers' Conference will not be eligible to submit proposals. In the case of a collaborative proposal the lead agency must attend the Proposers' Conference. Potential applicants may also direct additional questions to the Commission in writing as follows:

**Solano County Children and Families Commission
2300 Boynton Avenue, Suite 204
Fairfield, CA 94533
(707) 435-2965
Email: kmtabor@pacbell.net
Fax: (707) 435-2964**

Questions must be received by October 24, 2002 in order to receive a response.

A summary of the issues raised and questions answered about this RFP at the Proposers' Conference, and any previously submitted questions and the responses, will be sent to all persons in attendance at the conference by October 15, 2002. The written summary will be the official response to all questions, including those answered verbally. If for any reason it becomes necessary for the Commission to amend or modify this RFP prior to the proposal submission deadline, the Commission will issue an addendum to this RFP and send it to all persons/organizations who attended the Proposers' Conference. Subsequent questions and responses will be emailed or faxed to potential applicants on October 17 and October 25, 2002.

C. Technical Assistance

A voluntary technical assistance session PM for potential respondents to this RFP will be held on October 11, 2002 from 1:00-3:00. The Technical Assistance Session will be held at:

**Joseph A. Nelson Community Center
611 Village Drive, Room B, Suisun City, CA 94585**

Pre-registration is not required but is strongly encouraged. Please complete the pre-registration form and send by Fax to (707) 435-2965. During the technical assistance session, Commission staff will review the RFP funding guidelines, provide coaching on writing a responsive proposal, and answer any questions about proposal development that may arise. The technical assistance session does not replace the Proposers' Conference.

Following the Technical Assistance session, questions regarding the RFP may be submitted until October 24, 2002.

D. Letter of Intent

In order to be eligible for funding under this RFP, an applicant must submit a Letter of Intent to Apply. **The Commission must receive your Letter of Intent by October 21, 2002 at 4:00 PM.** The purpose of the Letter of Intent is to help the Commission plan the proposal review process. Letters should be no more than 1 (one) page, typed on agency letterhead, and signed by an official authorized to bind the organization. Please include the following:

- Describe proposing agency and collaborative partners, if any
- A brief summary of the proposed program;
- The anticipated amount of funding to be requested

Letters of Intent should be **mailed or hand delivered**, not faxed or emailed. For mailed or hand delivered letters, please use the following address:

**RFP#02-FS LETTER OF INTENT
Solano County Children and Families Commission
2300 Boynton Avenue, Suite 204
Fairfield, CA 94533**

IV. FUNDING PROGRAM POLICIES

This section describes the type of program that will be funded under this RFP. Also described are preferred program components, strategies and approaches. Applicants are advised to review the strategies that will be funded under this RFP and develop proposals with appropriate projects to address them.

A. Funding Priorities

The Commission intends to fund coordinated family support programs and coordinated service systems that are neighborhood or community-based, responsive to the needs of families and enhance families' capacity to support the optimal development of their children. Proposed programs should be responsive to the Strategic Plan priorities, outcomes and core principles. Proposals should be directed to improving indicators reflected under Results 1, 2 and/or 3 of the Strategic Plan.

Of special interest are family support programs where adverse family conditions or barriers to services may contribute to child abuse or neglect, family stress or dysfunction or result in referral to Child Protective Services and subsequent out of home placement. Included conditions may be:

- domestic violence
- children and/or parents with special needs or mental health problems
- homelessness or precarious housing
- poverty and low employment
- unsafe community conditions
- cultural and language barriers
- teen parenting
- foster parenting

Proposals should advance systems of services that address specific needs and incorporate the following components and principles:

1. Programs of support where families are resources to their own members, to other families, to programs, and to communities
2. Programs of support that affirm and strengthen families' cultural, racial, and linguistic identities and enhance their ability to function in a multicultural society
3. Programs of support that are embedded in communities, neighborhoods and workplaces and contribute to the community-building process
4. Programs of support that advocate with families for services and systems that are fair, responsive, and accountable to the families served
5. Programs of support that enhance families' capacity to support the growth and development of all family members—adults and children
6. Programs of support that work to improve families' economic conditions and ability to provide for their children
7. Programs of support where those who work with families mobilize formal and informal resources to support family development and functioning
8. Programs of support that are flexible and continually responsive to emerging or critical family and community issues

9. Programs of support where families and community members are engaged in relationships of equality and respect. Principles of equality and respect modeled by all programs that work with, support, or provide services to families, including the planning, governance, and administration of these programs

Approaches may include:

- Linking new and existing services and programs both formal and informal, grassroots and community- or county-wide in a coordinated web to support families and ease access to services.
- Building onto or linking to school readiness programs in the school catchment areas of Anna Kyle Elementary in Fairfield, Ulatis Elementary in Vacaville, Loma Vista Elementary in Vallejo and Silveyville Primary in Dixon.
- Expanding services and availability and reach of existing programs and services to meet the needs of families.
- Single projects or comprehensive programs may be proposed by individual agencies or collaboratives or two or more agencies.

Potential Strategies

Linguistically and culturally accessible services/programs might include the following, but not exclude others:

- Community outreach
- Family case management
- Parenting and child development education
- Adult education, ELL and family literacy programs
- Family advocacy
- Peer to peer support
- Family counseling
- Resource and referral and follow-up services
- Neighborhood-based services such as family centers
- Enrollment (benefits) programs
- Respite services
- School-site and community support services for teen parents
- Provision of basic needs (food security, etc)
- Community development/leadership

Potential Anticipated Outcomes (Review indicators for Results 1, 2, 3 and 4 of the SCCFC Strategic Plan, Attachment C)

Intended outcomes might include the following:

- Reduced incidence of child abuse and neglect
- Increased family self-reliance

- More families moving from welfare to work
- Greater educational attainment among parents
- Increased self-confidence, knowledge of child development, and parenting skills among parents
- Increase in family literacy and early language development activities in families
- Decreased reports of domestic violence
- Increase in community safety
- Increased access to and utilization of services
- Increase in community participation
- Increase in systems collaboration
- Increase in service coordination
- Increased graduation rates among teen parents
- Decrease in second births among teen parents
- Increase in number of healthy home environments: reduced use of tobacco smoke, drugs, etc.
- Increase in optimal outcomes for children with special needs

B. Evaluation

The goal of the Commission's evaluation activities is to collect core demographic, service and outcome data that are uniform and results-based. The Commission has a long-term interest in learning how communities will be helped by this Program, and will work with organizations awarded contracts under this RFP to refine indicators and performance measures and determine the degree of improvement.

The Commission recognizes that individual agencies will have evaluation needs unique to their own organizations and services. Thus, there will be a need for individual agencies to establish evaluation plans tailored to their own projects. Applicants are required to submit a plan for evaluation with the understanding that it may be revised at a later date.

The Commission is working with a separate contractor to develop its evaluation component. Successful applicants will work with the contractor in the final design and implementation of the evaluation. In general, to ensure adequate support for evaluation, proposers should plan to spend between 10% and 15% of their total project budget on evaluation-related activities.

V. APPLICATION FORMAT

A. Elements of a Complete Proposal

Complete proposals must include the items in the checklist below. Elements must be presented in the order of the checklist. Any application that does not include all items in the checklist below will be considered incomplete. **Incomplete proposals will not be considered for funding** and the applicant will be notified. Only the requested elements will be reviewed. Do not submit additional attachments, as they will not be considered.

- ☐ Proposal Cover Sheet
- ☐ Proposal Narrative – All sections completed

- ☐ Attachment A – Budget Summary
- ☐ Attachment B – Contractor Budget
- ☐ Attachment C – Subcontractor Budget (for each partner, if applicable)
- ☐ Attachment D – Budget Narrative (for each partner, if applicable)
- ☐ Attachment E – Scope of Work
- ☐ Attachment F – Evaluation Plan
- ☐ Attachment G – Current Overall Lead Agency Operating Budget
- ☐ Attachment H – Resumes/Job Descriptions Summary
- ☐ Attachment I – Demographics
- ☐ Attachment J – Organizational Chart, Governing Board Roster and Board Minutes (3 most recent meetings)
- ☐ Attachment K – Listing of Partner Agencies (Collaborations) (if applicable)
- ☐ Attachment L – Letters of Agreement (if applicable)
- ☐ Attachment M – Memorandum of Understanding (if applicable)
- ☐ Attachment N – Certification of Qualifications
- ☐ Attachment O - Grants and Contracts
- ☐ Attachment P – Most Recent Audited Financial Statements
- ☐ Attachment Q – Copy of IRS Letter Certifying Tax Exempt Status/Businesses Licenses

B. Formatting Requirements

1. Response to the narrative portion of the Request for Proposal shall not exceed 15 single-sided, typewritten pages (not including attachments). All margins should be no less than 1 inch. Spacing should be no less than 1.5 and the font size no smaller than 11pt.
2. Label narrative sections with the headings indicated below, e.g., *Problem/Need Statement*, etc.
3. Secure proposals with a clasp or staple. Do not place proposals in binders.
4. Indicate the name of applicant, the program title and the page number at the top of each page of the document and attachments.
5. Attach a fully completed proposal cover sheet to the front of the proposal with appropriate signatures on the original cover sheet.
6. Attach all other attachments to the end of the proposal.
7. Do not include attachments other than those requested.

VI. PROPOSAL INSTRUCTIONS

Below are instructions for each element of the proposal, in the order in which the proposal should be organized and collated.

A. Proposal Cover Sheet

Complete all sections of the attached cover sheet. The cover sheet must be only this page. Instructions for each section are below:

Applicant

The applicant is the organization or agency that will sign the contract if the grant is awarded. Therefore, if this is a program with a fiscal sponsor, the fiscal sponsor will be the applicant.

Applicant Contact

The applicant contact should be an employee of the applicant agency. Please provide the address, phone, fax, and e-mail (if available) where this person can be reached. Correspondence regarding the proposal will be sent to this party.

Program Contact

In the case of a single agency program with a fiscal sponsor, the subcontracting agency that will be delivering the program must provide a program contact. If the proposal is funded, this person may be used as a contact regarding the program, reporting, etc.

Program Title

Provide a simple and straightforward title for the program.

Program Budget Amount

Indicate the amount requested and the total program budget. Indicate budget amounts for subsequent years if requesting multiyear funding. Also list the overall agency budget (Fiscal Year 2000-01). This information should match that provided in Attachment G.

Agency Budget Amount

Indicate the overall agency budget for 2001-2002.

Signatures

Provide name and signature of executive director, board president or someone authorized to legally bind the organization to a contract.

B. Proposal Narrative

Prepare a proposal narrative that describes your organization(s) and the program(s) for which funding is requested. (See Formatting Requirements above for information on length and format of narrative.) The narrative should address the priorities and requirements outlined in Section IV, Funding Policies. Refer to proposal evaluation criteria in Section VII to assure adherence to scoring requirements.

The narrative should include:

PROPOSAL SUMMARY/ABSTRACT

In one-two paragraphs, summarize the proposal for which funding is requested. The summary should describe the program in terms of the number served, who will be served (identifying characteristics), with which strategies or services, when, where, and for what purpose or outcome. Include the agencies involved if a collaborative.

I. PROBLEM/NEED STATEMENT

(1-2 Pages)

- A. Briefly describe the community you intend to serve and the target population(s) who will participate in the proposed program. (*This should summarize the information in Attachment I - Demographics Form.*)
- B. Explain why the program is needed (e.g., what are the issues, deficiencies, gaps, and other factors that show evidence of the need for this program in your proposed service area?) Include available data such as local data, research studies, literature, surveys, etc. Include a source citation for each.
- C. Show evidence of the need for the proposed project *by the affected target group(s)*.

II. AGENCY HISTORY AND CAPACITY

(1-2 Pages)

- A. Describe the organization(s) applying for funds, including history, mission, and types of services provided by the organization. Include a current organization chart in the appendices as Attachment J. How does your mission fit with the funding priorities of this RFP?
- B. Describe your Board of Directors and its role. (See Attachment J.)
- C. Describe similar current or past programs or services or accomplishments that relate to the type of work required under this RFP. What was the size or scope of those efforts? What were the populations served? What were the outcomes of your effort?
- D. Describe your ability to recruit and serve the number of children and families proposed. State the number of people served by your organization in 2001 and approximately how many were 0 – 5.
- E. If applying as part of a collaborative, describe the collaborative's history of partnership, if any. Describe the rationale for the collaborative and each partner's role.
- F. Describe the cooperative relationships and community linkages that strengthen your organization's ability to successfully implement the proposed program.
- G. Describe the fiscal and management practices that strengthen your organization's ability to successfully deliver the proposed program. (Detailed financial information will be provided in Attachment P.)
- H. Provide a brief description of the facility(ies) or the facility(ies) where the program will be implemented and shows how program effectiveness and safety will be assured.

III. STAFFING AND STAFF/CONSULTANT QUALIFICATIONS

(1-2 Pages)

- A. Identify all staff that will work on this program, including their expected roles, estimated percent time, and experience they have had in implementing similar programs. Show where any new positions funded by this RFP would fit in your organization. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar programs. Place the resumes of key program staff person responsible for program implementation as Attachment H. If staff is not yet hired, attach job description.
- B. If you are proposing a subcontractor(s) to provide part of the deliverables, please describe the subcontractor's key staff qualifications. Explain the criteria you used to select the subcontractor(s) or, if not yet hired, the criteria that you *will* use in the selection process. A More than one applicant may propose a subcontractor for use provided that the subcontractor is capable of fulfilling the services described in each scope of work. Provide a justification for the use of the subcontractor.

- C. Identify all proposed consultants and their proposed role in implementing the project, and include a description of how their qualifications and expertise are relevant to the project functions. Provide consultant resumes in Attachment H or, if not hired, identify the criteria that will be used to select them.

IV. PROGRAM DESCRIPTION/SCOPE OF WORK

(4-6 Pages)

- A. Describe the vision for your family support program.
- B. Explain the program design and approach.
- Describe the key strategies and primary activities of the program.
 - Describe how the proposed program will address the Commission's focus on preventing child abuse and neglect and creating systems of support for families. Discuss the specific indicators from the strategic plan that will be targeted for change. If this program is linked to SCCFC school readiness initiatives, describe how. Describe how will the proposed program build on best practices in family support and family development.
 - If the program targets a particular community, describe how are services linked and community members engaged in the planning, implementation and evaluation of the program. Describe the community assets that will contribute to the success of the program. Describe any relationships with local partners and stakeholders in carrying out the program. Describe the role of any community advisory groups that may be involved.
 - Describe what outreach/recruitment activities will occur to increase awareness of and increase utilization of services or participation in program by target population. What evidence is there that this approach will be successful for this population?
 - Describe specifically how you will serve un-served and underserved populations and how you will reduce barriers to services for this population (child care, hours of operation, etc.)
 - Describe the rationale for collaboration and identify the other organizations whose cooperation/participation is necessary to ensure the success of your project, and what specific roles these key partners will play. Include in the appendices a letter of commitment or memorandum of understanding (MOU) from any such organizations, signed by an official authorized to bind the agency as Attachment M.
 - If the program is a new service or if proposed services are currently available, describe how the proposed program enhances or improves existing services. (Provide baseline numbers of clients currently served and data sources.) Describe how services will be integrated with existing services without duplicating services. Discuss how this program will advance systems integration and increase access to services.

C. Goals and Objectives

State the program's desired goals and outcome objectives (Objectives should be specific, realistic, measurable - with a defined time frame, e.g., *Provide parenting education to 150 parents from 3/12/03 – 12/30/03.*)

D. Scope of Work

Use the attached Scope of Work form (Attachment E) and identify the Commission Strategic Plan goal(s) and objective(s) in this RFP you intend to accomplish. List the major activities you will undertake to accomplish the objectives and identify the expected timeline. If you are proposing a multi-year project, show the activities by fiscal years. The Scope of Work as proposed or amended through negotiation with the Commission will become a part of the contract should your agency be awarded a contract under this RFP.

V. OUTCOMES/EVALUATION

(1-3 pages)

- A. Complete the attached Evaluation Plan (Attachment F) with your intended client/community/system outcomes and indicators that will be used to track progress towards these outcomes. Consult the Strategic Plan for specific ideas about appropriate indicators and performance measures. You must include at least two indicators from each of the results areas selected. Describe the data elements you plan to collect and the plan for collecting and analyzing them. See sample below for help with outcomes and indicators.

Strategic Plan Result Area: #2

Outcome Samples (Desired State/Change)	Indicator Samples (A measure to indicate progress)
Parents have knowledge of the emotional, cognitive, physical and social needs of their children and use it in their parenting practices.	Parent knowledge, attitudes and skills about school readiness Number of substantiated cases of child abuse and neglect
Socio-economic condition of families improves.	Condition of families as gauged by the following socio-economic indicator: Formal education of Parents/Caregivers

- B. In your narrative describe the record-keeping systems to be used to track data including enrollment, attendance, and the frequency with which services are offered and who will be responsible for collection.
- C. Include costs associated with data collection in your program budget.

VI. SERVICE UNITS/SERVICE DELIVERY MANAGEMENT

(1 page)

Clearly define each type of "service unit" to be provided. Specify the length of time and the total number of each type of service unit you will provide to clients during the contract period, i.e., number and length of services, interventions, counseling sessions, education sessions, outreach activities, etc. Indicate how the delivery of service units will be monitored.

Sample

Service Unit Type	Number of Interventions	Time for service unit	Number Unduplicated Clients	Ongoing Clients	Total Time	Monitoring Tool
Community Outreach	10 community events	2 hours	200 parents		20 hours	# materials distributed Event flyers
Parent Education Group Sessions	6 groups	40 min/3 sessions = 2 hours	48 parents		12 hours	Agenda Attendance sheets
Case Management	52 weekly	30 min each		60 clients	26 hours	Case mgmt forms

C. Budget Instructions

(1/2-1 Pages)

The budget is an important component of your proposal. This document links the funding requested with specific elements of the program proposed. Therefore, the budget proposed should be an *appropriate and accurate description of the program expenses*. (See instructions below, in Section VIII, for completing the budget and the budget narrative. (Attachments A, B, C, D.)

In the proposal narrative, describe other resources that are secured or anticipated for this program during the program period.

Consistent with the intent of the California Children and Families Act (Prop. 10) of 1998, no monies from this Program may be used to supplant federal, state, county or other monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities.

Describe the agency's plans for sustaining the project efforts after the contract period, unless the proposed project is a one-time effort.

Attach the budget and narrative at the end of the narrative section of the proposal.

D. Supporting Documents: Attachment Instructions

Create an appendix that includes the following documents and forms, as applicable, in the order listed.

1. Attachments A, B, C

Complete the required budget summary (Attachment A) and line item budget(s) showing the amount and purpose of requested funds, and the other resources, including in-kind, available to the agency to support this project. If you are submitting a multi-year project, use a separate Budget Form B and develop one-year budgets for each fiscal year for which you are requesting funds. Use the Budget Form C to create separate budget(s) for each of your subcontractors, if any, for each fiscal year funds are requested. Place the Budget Form(s) and narrative in this section of your proposal.

The budget form attached shows the format in which costs associated with the proposed program should be identified. A budget must be prepared for each subcontractor involved. Indicate contractor or subcontractor on the form as requested. (Prepare a budget for the contractor and each subcontractor.) Indicate the period of the budget as requested on the form. (Prepare a budget for each year)

A column labeled "Amount Available" is included in the sample line item budget. This column should demonstrate how any other funds will be applied to the line items in the budget. For example, if a Program Manager is to be partially funded by these funds and partially funded by another contract/grant, the other contract/grant funding should be listed as "Amount Available".

Indirect costs may be calculated up to 15% of the salary subtotal. This rate is non-negotiable. This line item is intended to cover costs that are necessary to conduct the contract but are not readily identified as direct program expenses (e.g. evaluation costs, reporting costs, payroll processing, fund development, insurance, other administrative costs, etc.) Collaborative applicants may also charge up to an additional 5% of the salary subtotal (for a total indirect cost of 20% of the salary subtotal) for costs associated with collaborative-development. This portion of indirect costs must be itemized in Attachment B.

2. Attachment D – Budget Narrative(s)

The budget narrative must be independent of the proposal narrative and must include a separate and complete justification for each line item in the budget. In general, each narrative statement should describe, in as much detail as possible:

- What the specific item is
- How the specific item relates to the program
- How the amount shown in the budget was arithmetically determined

Any proposals that involve more than one agency are **required to submit budget narratives for each partner**, including the lead agency.

Narrative Example: *The Program Director is accountable for planning, organizing, and directing the implementation and operations of this program. The base salary for the Program Director is \$40,000. The Program Director will be working on the program half time for 9 months for a total cost of \$15,000.*

The need for each consultant must be outlined in detail in the narrative. A work plan for each, including the tasks to be accomplished, should be included.

3. Attachment E - Scope of Work

Complete provided Scope of Work form describing project objectives, activities and start and end dates as indicated.

4. Attachment F – Evaluation Plan

Detail the outcomes, objectives, indicators and collection methods on the form provided. This will form the basis of your evaluation plan. Outcomes and objectives should be realistic and reflective of the Commission's desired outcomes.

5. Attachment G – Overall Lead Agency Operating Budget

Please attach an overall agency budget for Fiscal Year 2001-02 of income and expenses. If there is an ending balance or deficit from preceding years, account for it in the current year's budget.

6. Attachment H – Resume/Job Description Summary

Provide resumes of key program staff persons or consultants responsible for program implementation. If staff is not yet hired, attach a job description.

7. Attachment I - Demographics

Provide statistical data about the population you propose to serve with Family Support funds.

8. Attachment J – Organizational Chart J(a), Board Roster J(b), Board Minutes J(c)

- a. Provide an organizational chart or diagram and a roster of your agency's governing board. The chart should indicate how this program fits into the structure of the organization including staffing, reporting lines, and governance. The chart should show the relationships of staff within the agency delivering services. If there are fiscal or partner agencies, the relationships between agencies should be indicated on a separate chart. This chart(s) will help reviewers assess the applicant's capacity and how the program fits into the overall mission of the organization.

- b. The board roster should indicate members, affiliations, addresses of all members, positions, and years of service on the Board.
- c. Minutes of the last three Board of Directors meetings.

9. Attachment K – Listing of Partner Agencies

Provide a list of all partner agencies in your collaboration.

10. Attachment L– Letter of Agreement (as appropriate)

Letters from organizations or parties involved in supporting the program delivery may be included to provide evidence of the feasibility of the program goals and activities.

11. Attachment M – Memorandum of Understanding (if applicable)

Any collaborative proposal must submit a memorandum of understanding signed by the authorized agent of every party, detailing roles and responsibilities of each collaborative partner. The memorandum of understanding of the lead agency or fiscal agent must state that the fiscal sponsor/lead agency is aware of their responsibility both fiscally and programmatically for all grant requirements if funds are awarded.

12. Attachment N – Certification of Qualifications

Complete form provided certifying qualifications. Provide references. Form must be signed by authorized agent.

13. Attachment O – Grants and Contracts

Complete form provided detailing significant current and past (within 5 years) grants and contracts. Include contact information and amounts.

14. Attachment P – Financial Statement

Audited statements of the lead agency's revenues, expenses and fund balance from Fiscal Year 2000-01 must be attached.

15. Attachment Q – Tax Exempt Status/Business License

All nonprofit applicants must attach a copy of the IRS letter certifying their organizations' nonprofit status under section 501(c)(3). For-profit businesses must attach a copy of their business license.

VII. SUBMITTAL REQUIREMENTS

A. Requirements

1. All applicants must **submit one original and five copies** of the proposal and attachments by mail or hand-delivery to the address shown below, no later than **4:00 PM on Wednesday November 4, 2002. Proposals received via mail or hand delivery after 4:00 PM on Monday, November 4, 2002 will not be accepted.**
2. Fax or email responses will not be accepted.

3. Address all correspondence and submit completed proposal to:

Solano County Children and Families Commission
2300 Boynton Avenue, Suite 204
Fairfield, CA 94533

ATTN: RFP#02-FS

B. Authority to Verify Proposer's Information

All proposers agree that, in submitting a proposal, they authorize the Commission to verify any and all claimed information and any references named in their proposal.

C. Alteration/Modifications to Proposal

Proposals must be complete when submitted. No changes, modifications, corrections or additions may be made to the proposals once they are filed with the Commission. However, a proposal may be withdrawn in its entirety.

D. Withdrawal of Proposal by Proposer

A proposal may be withdrawn by submission of a written request signed by a representative of the organization. Submit and label a withdrawal request as follows:

Solano County Children and Families Commission
2300 Boynton Avenue, Suite 204
Fairfield, CA 94533

WITHDRAWAL OF RFP #02-FS

VIII. PROPOSAL REVIEW

A. Overview of Review Process

1. Staff Review

Staff will screen proposals for completeness and adherence to RFP and general eligibility requirements. Incomplete or ineligible proposals will not be reviewed. Proposals must first pass the "Project Requirements Checklist" review (Cover Sheet, pg 3.) to be eligible for further evaluation. This is a pass/fail evaluation. To pass the initial review, the proposer must have included all required proposal components/documents. Proposals that do not pass the Checklist review will not be eligible for further consideration.

Staff will review applicant credentials and financials, including past performance. They will provide information to the Proposal Review Committee regarding these sections of the proposal.

2. Proposal Review Committee

Proposals that pass the Checklist review will be submitted to an Proposal Review Committee, composed of professionals with health, education, social services, community development/advocacy, evaluation, finance and administration experience, assembled by the Commission. The Proposal Review Committee will receive complete copies of all proposals and will individually evaluate and score the proposals. Each proposal will be reviewed and scored based upon the adequacy and thoroughness of the response to the Commission's needs and RFP requirements. The Proposal Review Committee will recommend a list of applicant agencies to be

funded to the Solano County Children and Families Commission for approval. The Commission will have the final decision on all funding. No appeal process is available to unsuccessful applicants.

An applicant's performance on the previous Commission funding will be taken into account, as it relates to the current proposal.

Proposal elements will be weighted as follows with a maximum weighted score of 100. Scoring will depend on criteria described below. The relative importance of the evaluation criteria are provided below as a guide:

B. Scoring

<u>Category</u>	<u>Weight</u>
Required elements (must be included to be reviewed)	
1. Problem/Need Statement	10
2. Agency(s) Description/Capability/Financial Stability	15
3. Staffing and Staff/Consultant Qualifications	15
4. Program Description/Scope of Work	30
5. Outcomes/Evaluation Plan	10
6. Budget/Funding Request	<u>20</u>
	100 points total
7. <u>Bonus points</u> of up to 10 points will be awarded to applications that are demonstrably linked to the school readiness initiatives in the specified school readiness areas.	
8. Proposals must receive a minimum average score of 75 to be considered for funding under this RFP.	

C. Specific Evaluation Questions/Scoring Criteria

I. Problem/Need Statement

- To what extent does the problem described fit the funding priorities?
- To what extent is there evidence of the need for the proposed program *for the affected target group(s)*?
- To what extent do the data support the magnitude of the problem and justify the need for the program and the proposed approach?
- To what extent is there evidence of the appropriateness of the proposed approach to the target population(s)?

II. Agency Description/Capability

- To what extent does the applicant(s) demonstrate appropriate qualifications to undertake the proposed work?
- To what extent does the applicant's past accomplishments or current programs (and those of its subcontractors, if any) relate to the type of work required under this RFP?
Has the applicant delivered similar services of the scope and size of the proposed program?
- To what extent does the program described in this RFP fit the applicant's mission and programs? Is there evidence of organizational commitment to this program?

- d. To what extent does the applicant have relevant experience working with others serving the populations described in this RFP to the extent that it strengthen their ability to deliver the proposed program?
- e. To what extent do the applicant's examples or history of similar or prior experiences adequately demonstrate the ability to provide deliverables in a timely manner and manage fiscal resources responsibly?
- f. To what extent does the applicant have adequate facilities and support services at its disposal to perform work under this RFP?
- g. To what extent does the applicant demonstrate sound financial, operating and management practices?

III. Staffing and Staff/Consultant Qualifications

- a. To what extent does the applicant have appropriately qualified staff or has engaged appropriately qualified consultants to carry out the designated scope of work?
- b. To what extent are their roles and responsibilities clear? Does the organizational chart appear to facilitate successful implementation of the program?
- c. To what extent is the proposed staffing pattern adequate in number and appropriate in level/role?
- d. If the applicant is including a subcontractor(s) or collaborative partner to provide part of the deliverables, is there appropriate justification for subcontractor duties?

IV. Program Description/Scope of Work

- a. To what degree does the proposed program fit with the funding priorities and the purpose of the RFP?
- b. To what extent do the proposed activities respond to the approaches listed and are they logical/appropriate for carrying out the program? Is there adequate evidence that the planned approach is feasible and appropriate for the targeted population?
- c. To what extent do the services, methods and strategies demonstrate best practices in family support and community development?
- d. To what extent are the goals and objectives clear? To what extent does the proposed program seem likely to achieve the goals and objectives?
- e. To what extent are the events and timelines for implementing this program feasible and appropriate?
- f. To what extent are barriers to services or participation reduced or taken into account?
- g. To what extent are any planned outreach/promotional activities likely to increase utilization of services or participation in program events?
- h. To what extent will other local partners, stakeholders and parents/caregivers be involved in the program? Are their roles clear?
- i. To what extent does the program expand or promote systems and service collaboration and coordination?
- j. Is the plan for collaboration realistic? Is the evidence of partners' participation adequate?

V. Outcomes/Evaluation Plan

- a. To what extent has the applicant identified an evaluation plan that includes a description of the outcomes to be achieved?
- b. To what extent are these outcomes feasible given the program activities and focus?
- c. To what extent has the applicant described appropriate indicators and measures that will be used to track progress towards these outcomes?
- d. To what extent do record-keeping systems and data collection methods correspond to and capture the major activities of the scope of work?

VI. Service Units

- a. To what extent are the units of service and the numbers of persons to be reached feasible? Are they reasonable in relationship to the amount of funds requested?
- b. To what extent are the service units reasonable for the type of service proposed, the cost of the services and the numbers to be served?
- c. To what extent are monitoring systems adequate?

VI. Required Resources/Budget Request

- a. Is the agency eligible for the level of funding requested?
- b. To what extent are requested funds appropriate to carry out the program? Is there adequate justification for all line items? Does the funding amount requested relate appropriately to the proposed level of effort?
- c. To what degree is the cost per client/participant appropriate and cost-effective?
- d. To what extent are other resources, including in-kind, available to support the program?
- e. Are the applicant's plans for sustaining the program efforts after the grant period realistic?

D. Additional Criteria

1. Previous performance as a SCCFC contractor, from both contract monitoring and evaluation perspectives, will be taken into consideration in reviewing proposals.
2. All requests will be weighed against the total funds available and the need for services throughout the county. Adjustments in budget requests and scopes of work may be requested in order to reach overall goals of the RFP.

ATTACHMENT FORMS

Check appropriate box to indicate type of proposal.

☐

RFP #02- FS

☐

RFP #02- FSSR

PROPOSAL COVER SHEET

APPLICANT AGENCY NAME	
ADDRESS	Agency Phone
	Contact Phone
	Contact Fax
PROJECT CONTACT	Contact E-mail
	Contact Phone
ADDRESS OF PROJECT (if different than above)	
PROGRAM/PROJECT TITLE	
ORGANIZATION BACKGROUND	
Number of Years in Existence: _____	
Number of Employees: Full Time _____ Part Time _____	
AMOUNT OF FUNDING REQUEST	
(Yr. 1) January 1, 2003 – December 31, 2003 \$ _____	
(Yr. 2)* January 1, 2004 – December 31, 2004 \$ _____	
(Yr. 3)* January 1, 2005 – December 31, 2005 \$ _____	
Total Amount Requested \$ _____	
<i>*Leave years 2 and 3 blank unless submitting a multi-year proposal</i>	
TOTAL ORGANIZATION BUDGET (FY 2001-02): \$ _____	
AUTHORIZATION	
<i>The undersigned hereby certifies for the applicant corporation, under penalty of perjury, that the information provided in this application is true and complete. The applicant corporation hereby agrees to comply in accordance with the statutes and the program requirements.</i>	
_____ Name of Official Authorized to Bind the Organization	_____ Title
_____ Signature of Authorized Official	_____ Date

For Office Use Only (Checklist)		
Required Elements	Yes	No
Proposal Cover Sheet		
Proposal Narrative (All Sections)		
Summary		
Problem Statement		
Staffing		
Project Description		
Outcomes/Evaluation		
Required Resources		
Attachment A – Budget Summary		
Attachment B – Contractor Budget		
Attachment C – Subcontractor Budget		
Attachment D – Budget Narratives (for each budget submitted)		
Attachment E – Scope of Work		
Attachment F – Evaluation Plan		
Attachment G – Current Lead Agency Operating Budget		
Attachment H – Resumes/Job Descriptions		
Attachment I – Demographics		
Attachment J		
Organization Chart		
Board Roster		
Board Minutes (3 most recent minutes)		
Attachment K – Listing of Partner Agencies (if applicable)		
Attachment L – Letters of Agreement (if applicable)		
Attachment M – MOU from fiscal agent (if applicable)		
Attachment N – Certification of Qualifications		
Attachment O – Grants and Contracts		
Attachment P – Most Recent Audited Financial Statements		
Attachment Q – IRS Letter/Business Licenses (as appropriate)		

SUMMARY BUDGET FORM			
January 1, 2003 – December 31, 2003			
I. DIRECT COSTS	TOTAL PROPOSED BUDGET	SCCFC FUNDS REQUESTED	OTHER FUNDS AVAILABLE
A. Personnel			
B. Other Direct Costs			
C. Consultants			
D. Subcontracts			
SUB-TOTAL DIRECT COSTS			
II. INDIRECT COSTS			
SUBTOTAL INDIRECT COSTS			
TOTAL			
PERCENT OF TOTAL PROJECT BUDGET			

CONTRACTOR BUDGET REQUEST*(Complete this form for the entire project)*

Entity/Organization Name _____

Project Name _____

Budget Period (v the appropriate box)

- ☐ January 1, 2003 – December 31, 2003
- ☐ January 1, 2004 – December 31, 2004 (If multi-year proposal)
- ☐ January 1, 2005 – December 31, 2005 (If multi-year proposal)

Direct Costs

		<u>Amount Requested</u>	<u>Amount Available</u>	<u>Total Cost</u>
I. PERSONNEL				
<u>Position Title</u>	<u>FTE*</u>			
A.		_____	_____	_____
B.		_____	_____	_____
C.		_____	_____	_____
Benefits @ ____%		_____	_____	_____
Subtotal Personnel		_____	_____	_____
II. OTHER DIRECT COSTS				
<u>Subcontractors</u>				
A.		_____	_____	_____
B.		_____	_____	_____
C.		_____	_____	_____
Subtotal Subcontractors		_____	_____	_____
<u>Consultants</u>				
A.		_____	_____	_____
B.		_____	_____	_____
C.		_____	_____	_____
Subtotal Consultants		_____	_____	_____

* Full Time Employees

	<u>Amount Available</u>	<u>Amount Requested</u>	<u>Total Cost</u>
<u>Operating Expenses</u>			
A. Rent and Utilities			
B. Office Supplies and Materials			
C. Telephone/Communications			
D. Postage/Mailing			
E. Reproduction/Copying			
F. Equipment Lease			
G. Travel			
H. Training/Conferences			
I. Consultants (if any)			
J. Other (specify)			
Subtotal Operating Expenses	_____	_____	_____
 III. CAPITAL EXPENDITURES* (if required for this project) (<i>Itemize items requested</i>)			
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
Total Operating Expenses	_____	_____	_____
Indirect Costs			
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
TOTAL PROGRAM COSTS	_____	_____	_____
IV. In-kind: (<i>Please identify below any in-kind support that is available to this project (e.g., volunteer hours, donated office space or equipment.)</i>)			

*Please note: Competitive bids may be requested by the Commission prior to contract.

SUBCONTRACTOR BUDGET

Entity/Organization Name _____

Project Name _____

Budget Period (✓ the appropriate box)

- ☐ January 1, 2003 - December 31, 2004
☐ January 1, 2004 - December 31, 2004 (if multiyear proposal)
☐ January 1, 2005 - December 31, 2005 (if multiyear proposal)

I. DIRECT COSTS

		<u>Amount Request</u>	<u>Amount Available</u>	<u>Total Cost</u>
A. PERSONNEL (contractor)				
Position	FTE			
1.		_____	_____	_____
2.		_____	_____	_____
3.		_____	_____	_____
Benefits @ _____%		_____	_____	_____
Subtotal Personnel		_____	_____	_____
 B. SUBCONTRACTORS				
1.		_____	_____	_____
2.		_____	_____	_____
3.		_____	_____	_____
Subtotal Subcontractors		_____	_____	_____
 C. CONSULTANTS				
1.		_____	_____	_____
2.		_____	_____	_____
3.		_____	_____	_____
Subtotal Consultants		_____	_____	_____

	<u>Amount Request</u>	<u>Amount Available</u>	<u>Total Cost</u>
D. OPERATING EXPENSES			
(contractor)			
a. Rent and Utilities			
b. Office Supplies			
c. Program Materials			
d. Telephone/Communications			
e. Postage/Mailing			
f. Reproduction/Copying			
g. Equipment lease			
h. Travel			
i. Training/Conferences			
j. Other (specify)			
Subtotal Operating Expenses	_____	_____	_____
E. CAPITAL EXPENDITURES* (Itemize if required for this project)			
1.	_____	_____	_____
2.	_____	_____	_____
Subtotal Capital Expenses	_____	_____	_____
II. INDIRECT COSTS			
1.	_____	_____	_____
2.	_____	_____	_____
Subtotal Capital Expenses	_____	_____	_____
III. TOTAL COSTS			
IV. IN-KIND SUPPORT (volunteer hours, office space, equipment, etc.)			
1.	_____	_____	_____
2.	_____	_____	_____

*Please note: Competitive bids may be requested by the Commission prior to contract.

LEAD AGENCY BUDGET
(Complete this form for the entire project)

Entity/Organization Name _____

Project Name _____

Budget Period (v the appropriate box)

- ☐ January 1, 2003 – December 31, 2003
- ☐ January 1, 2004 – December 31, 2004 (If multi-year proposal)
- ☐ January 1, 2005 – December 31, 2005 (If multi-year proposal)

Direct Costs

		Amount Requested	Amount Available	Total Cost
I.	PERSONNEL			
	<u>Position Title</u> <u>FTE*</u>			
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
	Benefits @ ____%	_____	_____	_____
	Subtotal Personnel	_____	_____	_____
II.	OTHER DIRECT COSTS			
	<u>Subcontractors</u>			
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
	Subtotal Subcontractors	_____	_____	_____
	<u>Consultants</u>			
	A.	_____	_____	_____
	B.	_____	_____	_____
	C.	_____	_____	_____
	Subtotal Consultants	_____	_____	_____

* Full Time Employees

	<u>Amount Available</u>	<u>Amount Requested</u>	<u>Total Cost</u>
<u>Operating Expenses</u>			
K. Rent and Utilities			
L. Office Supplies and Materials			
M. Telephone/Communications			
N. Postage/Mailing			
O. Reproduction/Copying			
P. Equipment Lease			
Q. Travel			
R. Training/Conferences			
S. Consultants (if any)			
T. Other (specify)			
Subtotal Operating Expenses	_____	_____	_____
 III. CAPITAL EXPENDITURES* (if required for this project) (<i>Itemize items requested</i>)			
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
Total Operating Expenses	_____	_____	_____
Indirect Costs			
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
TOTAL PROGRAM COSTS	_____	_____	_____
IV. In-kind: (Please identify below any in-kind support that is available to this project (e.g., volunteer hours, donated office space or equipment.)			

*Please note: Competitive bids may be requested by the Commission prior to contract.

SCOPE OF WORK

(To be completed by proposer)

Use additional copies of this sheet if necessary

Project Objectives (Tie to Strategic Plan Objectives)	Major Activities	Timeline (start and end dates)

EVALUATION PLAN
(To be completed by proposer)

Intended Client/ Community/System Outcome <i>(What broad change/results do you want to achieve?)</i>	Objective <i>(What specifically do you hope to achieve?)</i>	Indicators <i>(What measures will indicate progress toward outcomes/objectives? Include performance measures such as # of clients)</i>	Data Collection/Analysis Method <i>(What data will collect /use for each indicator and how will it be analyzed?)</i>

ATTACHMENT I

DEMOGRAPHICS AND GEOGRAPHIC DISTRIBUTION

Race and Ethnicity*	# Currently Served	# To Be Served	% of Overall
African American			
Latino/ Hispanic			
Asian/ Pacific Islander			
Native American/ Alaskan Native			
Caucasian			
Multiracial or Biracial			
Other (describe)			
Total			

Ages Served	# currently served	# Served	% of Those To Be Served
Children 0-5			
Parents/ Expectant Parents under 19 years of age			
Parents/ Expectant Parents over 19 years of age			
Kinship Caregivers(e.g., parenting grandparents)			
Foster Parents			
Paid Providers of Care			
Providers of Services			
Other (describe)			
Total			

Geographic Distribution (Select One Type)		
County-Wide focus	List Areas	% of Overall
Neighborhood/City Focus	List City/Neighborhoods	% of Overall

CURRENT BOARD OF DIRECTORS

- 1. Number of Board members required by agency's bylaws: _____
- 2. Number of members on current Board: _____
- 3. When and how often does the Board meet: _____
- 4. List current Board members below (or attach Board List in this format):

BOARD OF DIRECTORS

Member Name	Address	Occupation/ Affiliation	Board Position	# Years on Board

- 5. List Board Committees

Note: When more than one agency is collaborating in the services to be provided, each agency involved must attach the documents requested above unless otherwise noted.

PROPOSER'S CERTIFICATION OF QUALIFICATIONS

1. List any licenses or certifications held by the agency, with expiration dates.

2. Who administers your agency's fiscal system?

Name: _____ Phone: _____

Title: _____

3. Indicate the CPA firm that prepares the agency's annual audit.

Name: _____ Phone: _____

Address: _____

4. Number of years proposer has been in business under the present business name.

List related prior business names, if any, and time frame for each.

5. Number of years of experience bidder has had in providing the services described in this proposal or related services. _____

6. Has bidder failed or refused to complete any contract?

Yes

No

If yes, briefly explain.

7. Has there been any litigation in connection with contracts for services involving bidder or any principal officer of the agency?

Yes

No

If yes, briefly explain.

8. Does bidder have a controlling interest in any other firm(s)?

Yes

No

If yes, please list below.

PROPOSER'S CERTIFICATION OF QUALIFICATIONS (Continued)

9. Does bidder have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP?

Yes

No

If yes, specify below.

10. Supply names, addresses, and phone numbers of **two** references, one each in the areas of financial/administrative management and service delivery to substantiate experience and qualifications.

References:

1.

2.

Applicant specifies that all answers provided above are complete and accurate. Applicant also agrees to provide the Commission with any other information the Commission decides is necessary for an accurate determination of applicant's qualifications to perform proposed services.

Name and Title
(Executive Director or Board President)

Date

Note: When more than one agency is collaborating in the service(s) to be provided, each agency involved must complete this form.

FINANCIAL SUPPORT: CONTRACTS AND GRANTS

1. List significant active contracts and subcontracts, including government contracts and/or grants:

Contact	Services Provided	Contract Amount	Effective Dates

2. List primary sources of income for the past five years and amounts below:

Funding Sources	Amounts	Effective Dates

TECHNICAL ASSISTANCE WORKSHOP

RSVP FORM

To ensure adequate space and materials at this voluntary workshop, please complete the following information and mail or fax to the Solano County Children and Families Commission **by October 8, 2002:**

Solano County Children and Families Commission
2300 Boynton Avenue, Suite 204
Fairfield, CA 94533
(707) 435-2965
(707) 435-2964 FAX

1. We plan to attend the voluntary Technical Assistance Workshop on:

October 11, 2002, 1:00 PM to 3:00 PM
Joseph A. Nelson Community Center
611 Village Drive, Room B, Suisun City

2. How many people from your organization plan to attend? _____

3. Name and address of agency/organization:

4. Name and telephone number of contact person for the organization:

(_____) _____

ADDENDUM A

School Readiness/Family Support Community-Specific Funding: RFP #02-FSSR

The Commission has allocated a separate pool of funds under RFP #02-FSSR of \$250,000 to advance family support School Readiness activities in the cities of Rio Vista, Benicia, and Suisun. Each community has been allocated the following amounts:

Benicia	\$ 50,000
Rio Vista	\$100,000
Suisun	\$100,000

These funds must be applied for separately from the Family Support Systems funds, RFP #02-FS. School readiness applications may not be combined into an application for the \$900,000 in Family Support specific funds. However, applicants may apply under both funding pools. Family Support Systems and School Readiness Community-Specific proposals will be scored and selected separately.

Contract Period:

The funds may be used in one year or spread over up to three years. Single-year contracts that are issued as a result of this RFP addendum will be for services provided in a twelve-month period beginning January 1, 2003 and ending December 31, 2003.

Applicants may apply for multi-year funding with justification. Multi-year contracts (renewable each year based on performance) that result from this RFP may be awarded for up to a three-year period to June 30, 2005.

Requirements:

- Funds must be used in one of the specified communities.
- Funds must be used to advance school readiness through family support/parenting education services for at-risk families.
- Linkage must be made to a specific school catchment or school district.

Proposals will be evaluated based on the family criteria outlined in the RFP #02-FS and the degree to which the proposed activities will advance school readiness in the target population and selected community.

Instructions:

1. Indicate on the cover sheet the appropriate RFP Number (RFP #02-FSSR).
2. Follow all the instructions for completing an RFP provided in the body of the RFP #02-FS document.
3. Include the following in the responses required in the Program Narrative Section:
 - a. Why is the proposed school readiness activity needed by this population?
 - b. How will the proposed activities impact school readiness?
4. Provide a letter of support from the appropriate school or school district leadership.